



2021-22 STOP VIOLENCE AGAINST WOMEN (VAWA) FORMULA GRANT PROGRAM SOLICITATION

Eligibility

Eligible applicants are limited to Utah units of state and local governments, tribal, and non-profit rape crisis centers, domestic violence shelters, faith-based, and community-based victim service organizations providing services to victims of domestic violence, sexual assault, stalking, and dating violence.

Application Deadline

Applications are due by 5:00 p.m. MST on October 14, 2020.

*VAWA Grant Program Manager
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Award Information:

Funding Type:	Grant
Estimated Total Funding:	\$3,000,000 (over two years)
Expected Number of Awards:	Approximately 30
Award Amount:	Amounts determined by a competitive process
Registration Due:	October 7, 2020
Application Due:	October 14, 2020, 5:00 PM MST
Anticipated Start Date:	January 1, 2021
Length of Award Period:	24 months

STOP VAWA FORMULA GRANT PROGRAM (CFDA 16.588)

INFORMATION SECTION

About the STOP Formula Grant Program

The Violence Against Women Act (VAWA), signed into law by President Clinton in 1994, has resulted in innovative legislation that combines tough penalties for offenders and assistance to victims of domestic violence, sexual assault, stalking, and dating violence. The primary funding source under VAWA is the STOP Violence Against Women Grant Program (STOP VAWA Program) administered by the Office on Violence Against Women, Office of Justice Programs, and US Department of Justice. STOP stands for Services, Training, Officers, and Prosecutors: the necessary elements to effect change within the criminal justice system.

The STOP Violence Against Women Grant Program was reauthorized and amended on March 7, 2013 by the Violence Against Women Act of 2013 (VAWA 2013). The STOP VAWA Program continues to encourage the development and implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes of domestic violence, sexual assault, stalking, and dating violence, and the development and enhancement of victim services in cases involving these crimes. It envisions a partnership among law enforcement, prosecution, courts, and victim services organizations to enhance victim safety and hold offenders accountable for their crimes against women.

The Utah Office for Victims of Crime (UOVC) is soliciting proposals from governmental agencies, tribal, and non-profit organizations conducting business in the state to develop and maintain

domestic violence, sexual assault, stalking and dating violence services, programs and training initiatives under the STOP VAWA Grant Program that are:

- Flexible and designed to meet the needs of domestic violence, sexual assault, stalking, and dating violence victims and providers at the state and local level;
- Inclusive of and responsive to the ethnic, cultural, racial, and socioeconomic diversity of the state; and
- Clearly defined with goals and measurable objectives for the services provided.

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Issuance of RFP	UOVC	8/10/2020
2.	Grant Training Online Webinar	UOVC	9/8/2020
3.	Deadline- Register in UtahGrants https://utahgrants.utah.gov	Applicant	10/7/2020, 5:00 pm
4.	Deadline - Intent to Submit Letter	Applicant	10/7/2020, 5:00 pm
5.	Questions/Technical Support	Applicants	Ends 10/13/2020
6.	Submission of Grant	Applicant	10/14/2020, 5:00 pm
7.	UOVC Screening and Allocation Review Process	UOVC	10/15/2020– 12/7/2020
8.	Final Approval	UOVC Board	12/8/2020
9.	Preliminary Award and Contract Notification	UOVC	12/11/2020
10.	Grant Revisions	Applicants	12/14/2020 – 12/31/2020
11.	Grant Program Begins	UOVC	1/1/2021
12.	Final Executed Contracts	UOVC	1/31/2021

Issuance of RFP

The RFP (Request for Proposal) for the STOP VAWA Program is issued by UOVC on **Monday, August 10, 2020.**

Eligibility

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. The Utah Office for Victims of Crime has determined that applications will be ineligible for consideration if they are late, incomplete, or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.

RFP Training Online Webinar

UOVC will hold one STOP VAWA grant-writing/grant-training workshop that will be available to attend via webinar, on **Tuesday, September 8, 2019 at 1:00 PM –3:00 PM**, (Mountain Standard Time). The workshop will present information, provide grant-writing tips, clarify issues and answer questions. This workshop is not mandatory but applicants are encouraged to participate. Those interested in attending the workshop must register at the following link: <https://2021vawarfp.eventbrite.com>. After registering, you will receive a confirmation email containing information about joining the webinar. UOVC will record the STOP VAWA grant-writing/grant-training workshop. The recorded workshop will be available on the UOVC website, <https://justice.utah.gov/Crime/> no later than Friday, September 11, 2020.

Registration for UtahGrants Online Management System

Applicants must register within the UOVC UtahGrants Online Grants Management System at <https://utahgrants.utah.gov> to submit their competitive applications. Registrations within the system is not the submission of the application. **The deadline to register within the UtahGrants Online Grants Management System is October 7, 2020, 5:00 pm.**

Intent to Submit

Applicants must complete the Intent to Submit form in order to apply: [2021-22 VAWA Intent to Submit](#). The Intent to Submit form is due no later than **October 7, 2020, 5:00 pm**.

The Intent to Submit is used by UOVC staff to plan the time required to review the upcoming proposals. Submitting your Intent to Submit places you on the grantor's mailing list, ensuring you will receive any future addendums and modifications for that particular grant, including deadline changes.

Application Submission

Submissions of applications must be received in the Utah Office for Victims of Crime UtahGrants Online Grants Management System no later than **5:00 PM (Mountain Standard Time) on Wednesday, October 14, 2020**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the Utah Office for Victims of Crime UtahGrants Online Grants Management System found at <https://utahgrants.utah.gov>. A complete proposal must adhere to the applicant submission instructions outlined in the RFP. Please note that copies received via email, facsimile or mail will not be accepted. Required documents must be attached/uploaded in the UtahGrants system, and may not be emailed. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.

Questions Regarding RFP

In an effort to be transparent and equal to all applicants, please submit all questions regarding this RFP on this [Question Submission Form](#). Questions will be publically answered on the Google Form. Questions submitted in any other format (email, phone, etc.) will not be answered at that time, and you will be re-directed to the Q/A Google Form. Questions submitted on the Q/A Google Form will be answered, publically, until Tuesday, October 13, 2020 at 5:00 PM MST. You may view the answers here: [Public Q & A](#).

If you experience technical difficulties with the UtahGrants online system, the applicant should contact the UtahGrants Program Specialist, Jennifer Menteer at jmenteer@utah.gov.

Term of the Award

Beginning January 1, 2021, UOVC will now be awarding VAWA funds on a two-year cycle. The term of the contract is January 1, 2021 – December 31, 2022.

Appropriation and Availability of Funds

In accordance with Federal guidelines, at least 25% of the funds granted will be allocated for prosecution purposes, at least 25% percent will be allocated for law enforcement purposes, at least 30% will be allocated for victim services purposes, and at least 5% will be allocated to the judiciary. Approximately 15% will be allocated under the discretionary category. All awards must support the STOP VAWA Federal Purposes outlined in the Violence Against Women Act of 2013 and the priorities outlined within the State of Utah [2017-2020 Implementation Plan](#).

Total available funding for this RFP is **\$3,000,000.00 (over two years)**. Of the funds available, \$750,000.00 must support prosecution purposes, \$750,000 must support law enforcement purposes, \$900,000.00 must support victim services purposes, \$150,000.00 must go to the courts for court purposes and \$450,000.00 can enhance any of these allocations or support Federal Purposes that do not fit within these categories.

[The 2017-2020 Implementation Plan](#) outlines a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects for underserved, marginalized, and culturally specific population specific services. **To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to underserved, marginalized, and culturally specific populations and/or support new and innovative approaches.**

All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the STOP VAWA award and any modifications or additional requirements that may be imposed by law.

Federal Purpose Areas

The emphasis on the STOP VAWA Grant Program continues to be on the implementation of comprehensive strategies to address domestic violence, sexual assault, stalking, and dating violence, that are sensitive to the needs and safety of victims and to hold offenders accountable for their crimes. The Violence Against Women Act of 2013 expanded the Federal Purpose Areas to include 20 purposes. Projects must support at least one of these [20 Federal Purposes Areas](#). They can also be viewed on the UOVC website, <https://justice.utah.gov/Crime/> , under the VAWA tab.

STOP VAWA Funds and Services to Men

Although the STOP VAWA Grant is funded under the “Violence Against Women Act,” it shall not be construed to prohibit male victims of domestic violence, sexual assault, stalking, and dating violence from receiving benefits and services. The Violence Against Women Act of 2013 expanded its Federal Purposes to include two new Purpose Areas that specifically included men, which means that subgrantees under those Purpose Areas may have projects that target male victims. The specific Purpose Areas are Purpose Area 17 (focusing on programs addressing sexual assault against men, women, and youth in correctional and detention settings) and Purpose Area 19 (focusing on services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity).

Special Emphasis

To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to underserved populations that experience barriers to the access to services as a result of race, ethnicity, language, physical, emotional or mental disabilities, sexual orientation, age, and/or geography.

Applicants whose geographic area includes an American Indian population **must** include grant activities specifically designed to meet the needs of Indian tribes, or Indian populations in their service area. Applicants that do not have tribes or tribal lands within their service area **must** demonstrate good faith efforts to reach out to American Indians residing in their service area.

Applicants whose geographic area includes other underserved populations **must** identify those populations and include grant activities specifically designed to meet the needs of those populations.

Underserved Populations

In addition to the underserved populations outlined within the [2017-2020 Implementation Plan](#), underserved victim populations include but are not limited to the following Federal definitions:

- 1) Geographical Location
 - a. Rural
 - b. Tribal
 - c. Underserved Urban
 - d. Other
- 2) Racial/Ethnic Groups
 - a. Hispanic
 - b. Native American
 - c. African-American
 - d. Pacific Islander
 - e. Other (Specify)
- 3) Non-English Speaking
 - a. Spanish speaking
 - b. Speaks a Native American language
 - c. Speaks an Asian language
 - d. Speaks another non-English language
- 4) Other Special Needs Populations
 - a. Mentally/emotionally challenged
 - b. Physically/medically challenged
 - c. Migrant farm worker
 - d. Older victim
 - e. LGBTQI2+
 - f. Immigrant
 - g. At-risk groups (incarcerated, sex worker, substance abuse, etc.)
 - h. Other (Specify)

Applicants may include training of their organization's staff by members of the region's underserved population(s) in the Program Plan section of the application. This activity may be supported in the proposed budget.

Culturally Specific

An organization is eligible to receive the culturally specific set aside if the organization is a non-profit, non-governmental organization, or tribal organization that serves a specific geographic community that:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or

- Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- and:
- Is primarily directed toward racial and ethnic minority groups; and
- Is providing services tailored to the unique needs of that population. An organization will qualify to meet this culturally specific set aside for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group.

STOP VAWA Eligibility and Restrictions

Applications must adhere to the eligibility guidelines within the STOP VAWA award. Applicants should carefully review the [STOP VAWA FAQ](#) for a list of services, activities and costs that are considered to be eligible for support with STOP VAWA grant funds. Eligibility is not limited to the following highlights.

- Faith-based organizations will be considered for funding on the same basis as any other eligible entity and, if funded will be treated on an equal basis with all other sub-grantee agencies in the administration of awards. No eligible applicant will be discriminated for or against on the basis of its religious affiliation.
- Funded projects must provide services to adult and/or teen victims of domestic violence, sexual assault, stalking, and/or dating violence. Services to children can only be funded if the children are the secondary victims that are receiving services and there is a direct link between the primary victim (adult) and the secondary victim (child), or if they are receiving complementary emergency services such as children who witness domestic violence. Non-perpetrating spouses/partners of sexual assault victims may also be served.
- STOP VAWA funds may not be used to support services that focus exclusively on children (with the exception identified above) or to develop prevention curricula for schools. STOP VAWA funds are intended to foster more widespread apprehension, prosecution, and adjudication of persons committing violent crimes of domestic violence, sexual assault, stalking, and dating violence through the criminal justice system.

Criteria for Victim Services Programs

Victim services programs supported with STOP VAWA funds should meet all of the following criteria:

1. Victim services programs should have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence, and/or stalking.
2. Victims services programs should reflect (e.g., through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of

power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault, dating violence, and stalking crimes.

3. Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of victims, improve their access to resources, and create options from victims seeking safety from perpetrator violence.

4. Victim services programs must not engage in activities that compromise victim safety.

5. Victim services programs must consult and coordinate with other non-profit, non-governmental victim services programs, including sexual assault and domestic violence victim services programs.

6. Victim service applicants should be non-profit, non-governmental domestic or sexual violence service programs that have a significant history of providing services to victims of domestic violence, sexual assault, dating violence, and/or stalking.

7. Victim service providers may not ask for immigration status or social security numbers from victims requesting services.

[Activities That May Compromise Victim Safety](#)

Ensuring victim safety is the guiding principle underlying this program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants will not support any activities that may compromise victim safety and recovery. Applicants should review pages 32-33 of the [Certified Assurances & Grant Conditions](#) for a list of activities that compromise victim safety.

[Allowable Costs](#)

In general, STOP VAWA grants may support personnel, training, technical assistance, outreach, evaluation, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women and to provide or improve services for victims. Allowable costs and eligibility of projects is in accordance with the [STOP VAWA grant program guidelines](#), the DOJ [Grants Financial Management Guide](#) and the [2017–2020 Implementation Plan](#).

Applicants should carefully review the [STOP VAWA FAQ](#) for a list of services, activities and costs that are considered to be eligible for support with STOP VAWA grant funds.

Non-Allowable Costs

The following categorical guide can be used as an aid in determining unallowable costs:

- Services to children unless the children's services are of a secondary nature to the primary services provided to the adult victim.
- STOP VAWA Grant funds may not be used to support the development or presentation of a domestic violence, sexual assault, stalking, or dating violence curriculum for primary or secondary schools. In addition, grant funds may not be used to teach primary or secondary school students from an existing curriculum
- Lobbying, Legislative and Administrative Advocacy -- Lobbying for particular victim legislation or administrative reform is an ineligible activity
- Fundraising is an unallowable expense
- The purchase of liability insurance policies
- The repair of buildings and improvements
- The purchase of real estate
- The purchase of cars, van, or other vehicles
- Contingencies
- Entertainment
- Fines and penalties
- Prior obligations
- Legislative expenses
- Legal or defense services for perpetrators of violence against women may not be supported with grant funds
- Non-Licensed Residential Services. Residential services (services provided in a shelter) through a non-licensed domestic violence program are not eligible for VAWA funding
- Activities that compromise victim safety
- Dedicated VAWA funds for perpetrator intervention/prevention programs
- Political Activity

Equal Opportunity/Civil Rights Compliance

In order to receive STOP VAWA funds, a successful applicant agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of Utah pertaining to civil rights and equal employment opportunity. Additional information can be found in Section E of the [Certified Assurance & Grant Conditions](#).

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension of debarment from Federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties. Applicants are encouraged to view the Grant Training Online Webinar, which will be available on the UOVC webpage.

Reporting Requirements

All subgrantees are required to submit financial, progress, and annual performance reports to the UOVC by the due dates. Failure to comply with reporting requirements (including the timely submission of reports) may result in administrative action such as withholding of payments and termination of awards and could affect the awarding of subsequent grants. In addition, applicants' compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Successful applicants will receive post award training for the submission of financial and programmatic reporting.

Financial Match Requirements

The purpose of matching funds is to increase the amount of resources available to projects supported by Federal grant funds. The grant award may not be more than 75% of the total costs of the project. Therefore, a 25%, non-Federal cash or in-kind match is required. Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt from the match requirement. All other organizations must provide a match.

Federal funds may not be used as match. The formula to calculate matching funds is:

Matching funds may be either in the form of cash contributions or in-kind contributions, or a combination thereof. In-kind contributions may include donations of equipment, office supplies, workshop or classroom materials, workspace or the monetary value of time contributed by professionals, support and technical staff, and volunteers, if the services they provide are an integral and necessary part of the funded project. The value of donated services must be consistent with the rate of compensation paid for similar work in the labor market in your region. Cash contributions may be from sources other than Federal dollars, such as private donations or state or local funds. All funds designated as match are restricted to the same uses as the STOP VAWA Federal funds and must be expended within the grant period. In the event that the total match requirement is not expended, the subgrantee will be required to REFUND or will not be reimbursed the Federal amount equivalence.

No Copyright Restrictions

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must receive prior approval from UOVC. A CD/DVD of developed materials will be delivered to the Grants Program Manager upon completion of the project.

UTAHGRANTS APPLICATION SUBMISSION

Application Outline

This grant application packet contains the necessary forms and detailed information required to make an application for 2021-2022 VAWA funding. Each program will be required to complete two applications in the system- one complete application for Year 1 (Jan 1, 2021-Dec 31, 2021; and one brief application for Year 2 (Jan 1, 2022-Dec 31, 2022).

The application for 2021 must include the following completed sections:

- 1) Overview
- 2) Budget **(year 1 only)**
- 3) Business Forms:
 - a. Coversheet
 - i. Letter from Authorized Official (if applicable)
 - b. VAWA Required Questions I & II **(year 1 only)**
 - c. Equipment Summary
 - d. Statement of Problem, Need, and Target Population
 - e. Program Plan and Evaluation/Collaboration **(year 1 only)**
 - i. 3 letters of collaboration from outside agencies
 - f. Statistic Reporting
 - g. Record of Providing Effective Services
 - h. VOCA Subgrantees
 - i. Project Administration (with attachments)
 - i. Organization chart
 - ii. Roster of Governing Board (for non-profits)
 - iii. VAWA-funded and Match employees job description
 - iv. Volunteer job description, if applicable
 - j. Additional Resources
 - i. Agency operating budget
- 4) Attachments-Required (download, fill out, then upload)
 - a. Budget Justification Form **(year 1 only)**
 - b. Certified Assurances/Grant Conditions
- 5) Additional Attachments
 - a. UOVC Referrals Form **(year 1 only)**
 - b. Delivery of Legal Services, if applicable
 - c. Sexual Assault Set Aside Compliance Requirement, if applicable

- d. Verification of 501(C)3 status (for non-profits)
- e. Agency Emergency Funds Policies
- f. Agency Travel Policies
- g. W-9 form (if a new agency)

The application for 2022 needs the following:

- 1) Overview
- 2) Budget **(year 2 only)**
- 3) Business Forms:
 - a. Coversheet **(year 2 only)**
 - i. Letter from Authorized Official
 - b. Required VAWA Questions I & II **(year 2 only)**
 - c. Program Plan and Evaluation/Collaboration **(year 2 only)**
 - i. 3 letters of collaboration from outside agencies
- 4) Attachments- Required:
 - a. Budget Justification Form **(year 2 only)**
 - b. UOVC Referrals Form **(year 2 only)**

Application Instructions

The following are general instructions for the VAWA application and NOT the instructions on how to create an account and log-in to the grant management system. Each program will be required to complete two applications in the system- one, complete application for Year 1 (Jan 1, 2021-Dec 31, 2021; and one brief application for Year 2 (Jan 1, 2022-Dec 31, 2022).

Application Submission

The State of Utah, UtahGrants Online Grants Management System can be found at <https://utahgrants.utah.gov>. Successful candidates must complete each section, ensuring that the information provided is accurate and clearly demonstrates a need within your community for the proposed project. The STOP VAWA Grant Application must be submitted no later than **5:00 pm (Mountain Standard Time), Wednesday, October 14, 2020** through the UtahGrants portal. Applicants are encouraged to watch the training video provided for this solicitation.

Overview/Project Abstract (Year 1 and Year 2)

- 1. Fill out your application title in the following manner: “[Agency Name] VAWA Grant 2021-2022 Year (1 or 2)”. (e.g. “DOVE Center VAWA Grant 2021-2022 Year 1” or “UCASA VAWA Grant 2021-2022 Year 2”). If you are applying for more than one VAWA grant, enter the name of your program after your agency name (e.g. “Cache County Attorney Special Prosecutors VAWA Grant 2021-2022 Year 2”)

2. Enter the Project Director's name (this person must be registered as a user in the UtahGrants system).
3. Enter your indirect cost rate, if applicable.
4. Provide a brief summary of the project that you are proposing in this application. The summary must include a description of how the project supports the 2017-2020 VAWA Implementation Plan. Program summaries should be brief, clear, and concise.

Indirect Costs

VAWA funds may be used to support indirect costs which are defined as "those costs incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project." Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%. Agencies with a federally negotiated rate must submit the letter from the federal government, identifying the rate and expiration date. The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs. If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well.

Project Budget and Budget Justification Instructions (Year 1 and Year 2)

Prepare the budget within the UtahGrants Online Grant Management System. The budget narrative should be detailed and describe all expenditures. All organizations that are required to provide a match must budget for a 25% matching amount of the total cost of the entire project (see Financial Match Requirements section of this RFP).

[Budget Justification Form](#) *Instructions:* A complete, itemized, operational project budget narrative must be completed. Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives. If required, the match must be included and adequately address the type of match and, if in-kind, how the cash value was determined. Follow the instructions on the form and fill it out. Upload the form in the UtahGrants Online Grant Management System as an attachment. This is an extremely important section.

Project Budget: Fill out the Budget Section using the appropriate categories within the UtahGrants Online Grants Management System. The following budget instructions explain what each line item should contain. The total should equal your project budget.

1. *Personnel:* Identify anyone to be paid as an hourly position on this grant. List each position by title, total number of agency hours, requested grant funded hours, the hourly rate, and the type of funding requested; federal, cash match, or in-kind match.

2. *Fringe Benefits*: List all personnel benefits and the costs, itemized and computation shown. These can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance.
3. *Travel*: Itemize travel expenses by specific purpose and show basis for computation (include costs/rate for mileage). Travel related costs must be necessary and reasonable.
4. *Equipment*: Includes the equipment to be purchased, quantity, and price. Items to be purchased with a unit price under \$5,000 should be put into the supplies category, not equipment.
5. *Supplies*: List items within this category separately for office and other supplies. Included supplies must be expendable or consumed during the course of the project.
6. *Contracted Fees*: For individuals -list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms -list types of services and total costs. Includes pro-rated audit cost.
7. *Training*: Itemize training expenses by specific purpose and show basis for computation. Include meals, lodging and registration. Other items not covered under the existing line items should be included here. Training related costs must be necessary and reasonable.
8. *Other*: Monies that are allocated to assist victims of crime for emergency purposes (hotel vouchers, etc.).

Note: Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities such as painting or carpeting.

VAWA Cover Sheet (Year 1 and Year 2)

This section includes information regarding the contact person, authorized person and financial officer for your agency. Additionally, you are providing information regarding the amount of funding you are requesting and basic information about your proposal. Carefully review each part of the contact information section and provide current and accurate information.

Official Authorized to Sign: An authorized individual within your agency must read and agree to all of the standard conditions set forth within the application, including all of the requirements established within the RFP.

UOVC requires your agency's Authorized Official to complete the [Authorization for Electronic Signature](#) form.

Required VAWA Questions (Year 1 and Year 2)

Within the STOP VAWA Grant Application, briefly and concisely respond to each topic. The answers provided should provide a clear picture of your agency and ways in which your project will assist survivors of domestic violence, sexual assault, stalking, and/or dating violence.

Federal Purpose Area: The emphasis of the STOP VAWA Federal Grant Program continues to be on the implementation of comprehensive strategies to address domestic violence, sexual assault, stalking and dating violence, that are sensitive to the needs and safety of victims and to hold offenders accountable for their crimes. The Violence Against Women Act of 2013 expanded the Federal Purpose Areas to include 20 purposes. Projects must support at least one of these [20 Federal Purposes Areas](#), which can also be located on the UOVC website <https://justice.utah.gov/Crime/>, in the Violence Against Women Act of 2013 and/or the 2017–2020 Implementation Plan. The Federal Purpose Area(s) must be selected within the application submitted within the State of Utah, UtahGrants Online Grants Management System

Equipment Summary (Year 1 only)

This section requires all subgrantees, requesting funding, to list all VAWA purchased equipment received within the last 3 years. It includes purchased equipment that has been fully or partially funded through VAWA. The Federal definition of Equipment is non-expendable items with an acquisition cost of \$5,000 or more per unit. Individual items with a value of less than \$5,000 per unit should be listed under supplies.

VAWA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VAWA funds can support a pro-rated share of such an item. In addition, subgrantees cannot use VAWA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include cellular phones, laptops, tablets, printers, scanners, and videotape cameras. VAWA Subgrantees should use any and all types of advanced technology in the provision of direct services to crime victims for efficiency and time saving. VAWA funded personnel should also be equipped with up-to-date computers, data tracking systems, and web cameras. Costs of equipment should not exceed a reasonable fair market value.

All applicants are required to sign the summary document, regardless of any request for equipment.

Statement of Problem, Need, and Target Population (Year 1 only)

Within the STOP VAWA Grant Application, briefly and concisely respond to each question. The questions, provided below, should provide a clear picture of the problem, need and target populations.

1. Describe the geographical areas to be served by the program. A description could include answers to the following questions: How many square miles are in the service area? What is the population and density? What are the major industries? What is the poverty level? What is the ethnicity breakdown? What are the age breakdowns? Are there universities located within the area?

2. Discuss the nature and scope of the problem in your program service area. If the problem is a result of many factors, these factors should be analyzed and discussed. Provide statistical information such as violent crime rates, trends, and requests in services, etc. Lack of services and limitations of existing programs should be included.
3. Describe victim needs in the given service location.
4. List and describe the barriers to victim service and safety within your agency and within your community.
5. Indicate the group(s) of victims the program will target for its services – specific crime categories, populations such as elderly, minorities, etc.

Questions 1-5 are mandatory.

Program Plan and Collaborative Project (Year 1 and Year 2)

The Program Plan presents a clear and concise way in which to present your goals, objectives, activities, timeline, and evaluation process. It is your detailed game plan and it informs the proposal reviewers of the ways in which you plan to expend STOP VAWA funds.

An explanation on how to develop these components is briefly outlined below. The Program Plan will be an important area of focus during the Grant Training Workshop Webinar. Please review the recorded training.

1. Complete the goal/objectives/activities/methods/monitor/evaluation/time-line pages of the grant application. The broad goal of the proposed program is achieved by stating the expected achievements or benefits of the program. Specify the VAWA funded position(s) related to this goal. For example, if your goal is to reduce trauma experienced by domestic violence victims as they participate in the criminal justice system, the domestic violence advocate should be included in the box beneath that goal. The objectives require more specific statements of what will be accomplished. Objectives include words that explicitly indicate action and a measurable result such as reduce, increase, and decrease, make more accessible and improve. Include the number of victims to be served in the small box identified as “Indicate the quantitative amount this Objective will serve.” For example, if an advocate program is providing services to 250 sexual assault victims, the number 250 should be entered into the box. If a program is training 25 volunteers, enter 25 in the quantitative box and when writing the objective, explain what the quantitative box refers to (i.e. number of victims served, number of training sessions, and number of volunteers).
2. In the section labeled, ACTIVITIES/METHODS, describe the activities and methods that will be used to solve the problem and achieve the objectives. Describe in detail each of the specific activities or tasks that comprise the total proposed program and how they will be carried out. The activities/methods are the means or the way in which something will be done. They show exactly how the

prescribed objectives will be implemented.

3. In the section labeled as MONITOR/EVALUATE the OBJECTIVE; indicate what feedback mechanisms will be used to determine the accomplishments of the program and how the effectiveness of program will be assessed. The use of both qualitative and quantitative measures is important.

*At a minimum, one goal with three measurable objectives is required for this proposal. You may have more than one goal and each goal must have measureable objectives.

Your collaborative project needs to be separate and apart from your three goals.

***Collaboration with Allied Professionals: The Office on Violence Against Women (OVW), US Department of Justice requires that all STOP VAWA funded subgrantees certify that they have consulted with victim services programs during the course of the development of their sub grant applications. Therefore, all agencies must describe your agency's collaborative efforts to coordinate the response of law enforcement, prosecutors, courts, victim services and other agencies to end violence against women.*

As a part of this application, clearly state what the purpose/focus of the collaborative project will be. Be sure to include the system or target population that is the focus of the project. Three signed and dated letters (3) from your identified collaborative partners, indicating their willingness to collaborate, ensure victim safety, and hold the perpetrator accountable, are required.

Statistic Reporting (Year 1 only)

Within the STOP VAWA Grant Application, briefly and concisely respond to each topic. The topics should provide information on who will be collecting statistic throughout the contract year and that individual's ability to keep statistics. Each agency will be required to maintain project statistics throughout the contact year.

Record of Providing Effective Services (Year 1 only)

This section includes information on prior VAWA funding cycles and requires you to report on the previous two funding cycles' goals and objectives (if applicable). In addition, the narrative section topics include information on the effectiveness of the program and significant agency accomplishments.

VOCA Subgrantees (Year 1 only)

This section includes information about VOCA funding. If your agency does not receive VOCA funding, you are not required to complete this section of the application.

Project Administration (Year 1 only)

This section of the application should describe how the project will be structured, organized, and managed.

- Attach an organizational chart with names and titles outlining staff (write-in the type of grants and funded hours when applicable including 'Match' personnel), advisory, and decision-making bodies.
- Attach a roster of your governing board if your agency is a non-profit
- Attach a position title and job description for each VAWA funded position
- Attach a position title and job description for each VAWA volunteer position
- Provide a copy of the contract for any contractual services proposed

The additional documentation required are attachments that must be included within your completed application. These attachments must be uploaded within UtahGrants Online Grants Management System. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Please ensure you have uploaded the correct files. Failure to submit the required information may jeopardize your application.

Additional Resources (Year 1 only)

This section of the application should describe the sources and amounts of non-VAWA funding or resources that will be available from other sources. Applicants are encouraged to leverage other resources, including Federal, State, Local or Private, in support of this project. Agencies interested in receiving VAWA funds are required to attach a current budget.

UOVC Referrals Form (Year 1 and Year 2)

Applicants must submit with their application, the "[UOVC Referrals Form](#)" indicating the number of victims referred to UOVC in the "Projected" column. This form should be uploaded in the Attachment Tab of your application.

During the program period, subgrantees must use this form each quarter to report the actual number of victims referred to UOVC in the "Actual" column and upload the document with your Quarterly Progress Reports.

Delivery of Legal Assistance (Year 1 only)

Any subgrantee providing legal assistance must certify that:

- 1) Any person providing legal assistance with STOP funds
 - a. has demonstrated expertise in providing legal assistance to victims of domestic violence dating violence, sexual assault, or stalking in the targeted population; or
 - b. (i) is partnered with an entity or person that has such demonstrated expertise and (ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- 2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- 3) any person or organization providing legal assistance through the STOP program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- 4) the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Based on the requirements listed above, applicants for VAWA funds must certify in the form of a letter, on letterhead, signed and dated by the authorizing official. UOVC will not award funds for legal assistance to any subgrantees that has not submitted a sufficient letter. A sample letter is provided in the attachments tab of the application. Please have your authorizing official on your grant sign the letter, as instructed above and submit the letter with your grant application.

Sexual Assault Set Aside Compliance Requirement (Year 1 only)

VAWA requires that services provided to rape and sexual assault victims be meaningful and victim centered. Subgrantee sexual assault program have to be dedicated to sexual assault victims and services rather than subgrantees that are focused on domestic violence. Services must encompass at a minimum stranger rape, acquaintance rape, alcohol, and/or drug facilitated rape, and rape with in intimate partner relationships. Services must meet the core needs and unmet needs of rape and sexual assault victims.

Programs (non-profit victim services) providing sexual assault services (Sexual Assault set aside) are required to adhere to specific conditions. These applicants must submit with their application, the "Sexual Assault Set Aside Compliance Form". This form can be downloaded from

the Attachments Tab within the UtahGrants system and should be filled out, signed, and uploaded in the Attachment Tab of your application.

VAWA Certified Assurances and Grant Conditions (Year 1 only)

Carefully review all of the certified assurances and grant conditions and make sure that the official authorized signs all necessary forms. All Certified Assurances need to be signed by the authorized official which for non-profits is the chair of the Board of Directors. For local governments, the authorized official is the mayor, city council, or county commission. If the Executive Director signs the Certified Assurances and Grant Conditions, there must be a *current* letter from the Authorized Official accompanying the Certified Assurances and Grant Conditions that permits them to do so.

The forms can be downloaded from the UtahGrants Online Grant Management System and are also available on the UOVC website.

Proof of 501(c)(3) (Year 1 only)

Additionally, non-profits must provide evidence of their 501(c)(3) status. An electronic copy of the document(s) must be attached in the Additional Resources file submitted.

Additional Attachments, if applicable (Year 1 only)

1. If your agency is requesting any amount of emergency funds, attach your agency policy for distributing emergency funds
2. If your agency is requesting travel/training above the state rate, attach your agency policies justifying your rates
3. If you are a new agency requesting VAWA funding, attach your W-9 form

Application Checklist (Year 1)

Applicants must submit a fully executed application to UOVC, including all required supporting documentation.

Application Section	Document	Form Location	Where to Upload	Date Completed
Overview Tab	Overview	UtahGrants	N/A	
Budget Tab	Project Budget	UtahGrants	N/A	
	Budget Narrative	UOVC Website	Attachment Tab	
Attachments Tab	Coversheet	UtahGrants	N/A	
	Authorized Official Electronic Form	UOVC website	Attachment Tab	
Attachments Tab	Required Questions 1&2	UtahGrants	N/A	
Attachments Tab	Equipment Summary	UtahGrants	N/A	
Attachments Tab	Statement of Problem, Need, and Target Population	UtahGrants	N/a	
Attachments Tab	Program Plan and Evaluation	UtahGrants	N/A	
	3 Letters of Collaboration	Applicant	Program Plan	
Attachments Tab	Statistical Reporting	UtahGrants	N/A	
Attachments Tab	Record of Providing Effective Services	UtahGrants	N/A	
Attachments Tab	VOCA Subgrantees	UtahGrants	N/A	
Attachments Tab	Project Administration	UtahGrants	N/a	
	Organizational Chart	Applicant	Project Admin	
	Governing Board Roster	Applicant	Project Admin	
	Job Descriptions	Applicant	Project Admin	
	501c3 Letter	Applicant	Project Admin	
	Contacts for Contractual Services	Applicant	Project Admin	
Attachments Tab	Additional Resources	UtahGrants	N/A	
	Current Agency Budget	Applicant	Additional Resources	
Certified Assurances & Grant Conditions	Certified Assurances & Grant Conditions	UOVC Website	Attachment Tab	
UOVC Referrals	UOVC Referrals	UOVC Website	Attachment Tab	
Delivery of Legal Assistance	Delivery of Legal Assistance	Utah Grants, Attachments	Attachment Tab	
Sexual Assault Set Aside Compliance Requirement	Sexual Assault Set Aside Compliance Requirement	Utah Grants, Attachments	Attachment Tab	

Application Checklist (Year 2)

Applicants must submit a fully executed application to UOVC, including all required supporting documentation.

Application Section	Document	Form Location	Where to Upload	Date Completed
Overview Tab	Overview	UtahGrants	N/A	
Budget Tab	Project Budget	UtahGrants	N/A	
	Budget Narrative	UOVC Website	Attachment Tab	
Attachments Tab	Coversheet	UtahGrants	N/A	
	Authorized Official Electronic Form	UOVC website	Attachment Tab	
Attachments Tab	Required Questions 1&2	UtahGrants	N/A	
Attachments Tab	Program Plan and Evaluation	UtahGrants	N/A	
	3 Letters of Collaboration	Applicant	Program Plan	
UOVC Referrals	UOVC Referrals	UOVC Website	Attachment Tab	